

FEDERAL CITY PERFORMING ARTS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 26, 1994
Levine School

MINUTES

Directors: Present: Boykin, Brayton, Fiorito, Gerard,
Madigan, Payich, Streit, Wheeler, Wolfe,
Ziskind

Absent: Dorr, Smith (no proxies assigned)

Staff: Holloway, McClelland

The meeting began at 7:35 P.M.

REVIEW OF NOVEMBER 17, 1993 MINUTES

The minutes for November 17, 1993, were corrected as follows:

Spelling errors on page four, paragraph two, line three, and page six, Headnote were corrected.

Motion to approve minutes as amended: Brayton. Second: Fiorito.
Unanimously approved.

FINANCIAL REPORT

McClelland presented the report. Revenue is doing well and expenses are running favorably at the present time.

Some of our investments are not performing as well as expected. Our broker entered into a stock investment not considered viable for us. When the stock recovers, it will be sold. \$3,800 in commission costs were incurred. We currently hold the stock of six companies.

Our audit has been completed.

We had a checkbook balance of over \$100,000, therefore, McClelland transferred \$60,000 into our money market fund.

McClelland discussed a problem with ticket sales. At the moment, we cannot account for 100 Holiday concert tickets. McClelland believes we must reconsider our ticket-sale procedures and announced formation of a committee to explore how best to sell tickets. As part of its responsibility, the committee will survey the ticket-sale procedures used by other GALA Choruses.

At last count, 67 singing and two staff members are committed to going to L.A. in July; a total of 91 people plan to go L.A.

We ordered and sold 50 tapes of the '93 Holiday concert. Streit added that we may order a few more. From now on, our tape sales are subject to D.C. sales tax.

We paid the deposit for our CD recording with Omega Studios.

In light of a portfolio worth over \$100,000, McClelland raised the need to address or readdress the purpose of our restricted funds. Streit appointed Dorr to head a committee to write policy and procedures to guide future boards on how to use and apply the revenue generated by the restricted funds. Streit agreed with Boykin's suggestion that someone from the Membership committee should be on the new committee.

McClelland announced that he is preparing a comparison of GMCW's 1992-1994 fiscal years. He has applied to D.C., Maryland, and Virginia to deposit state income tax withholdings for our employees. The Chorus must issue Forms 941 (Quarterly Returns of Withheld Federal Income Tax and Hospital insurance (Medicare Tax)).

In response to a question on what were the printing costs reflected in the financial statement and whether they were for the printing of Christmas cards, Code 701, McClelland explained that the cost was for typesetting of the invitations to Capital Club's Membership Salute (the November fundraiser). The Holiday cards are under the merchandising account. The cards made \$1,514. A discount of \$48 was given to Lambda Rising for the cards it took off our hands. Capital Club expenses are reported quarterly, therefore, there is no departmental entry for Capital Club on the financial statement before us.

Ziskind thanked McClelland for putting the budget together. McClelland received a deserved round of applause.

Motion to approve financial report: Ziskind. Second: Brayton. The motion unanimously passed.

PRESIDENT'S REPORT

Streit announced that Stan Engebretson of New York Avenue Presbyterian Church asked to borrow our risers for use at the American Choral Directors Convention in February. Ziskind asked if we belong to the organization. Ziskind would permit the use of the risers if GMCW receives written credit for furnishing the risers. Holloway pointed out that program material probably has already been printed. It was also noted that Engebretson probably has no control over the convention's printed matter. Wheeler asked if their insurance would cover a mishap on our risers while they were using them. The answer was yes. Ziskind suggested sending someone along with the risers. Holloway stated that Engebretson is in a bind. There are only so many sets of risers around town. He has some

budget, so he could lease them. Engebretson is willing to set up the delivery schedule at our convenience.

Streit reported that Fiorito sent a letter to the New York City Gay Men's Chorus protesting their recent flier that failed to acknowledge GMCW's contribution to the "Stonewall" commission. Fiorito's letter stresses that GMCW is a full participant in the commission.

Risers will be needed for our recording sessions at Omega Studios on February 5, March 12, and 19. Wheeler asked for a review of the need to use the risers. Acknowledging that he knew nothing about how choral recordings are made, he nonetheless thought that microphone placement would more than adequately pick up choral sound. He was also concerned that the risers would be a source of unwanted noise.

Holloway indicated that the recording session is easier to mike if tiered risers are used.

During the discussion, the question arose whether it would be easier to rent 120 chairs. There was concern about being able to see Holloway either from a sitting or standing position.

Holloway wants vocal warm-ups to begin promptly at 10:00 A.M. on February 5th. Payich asked when voicing will be done.

Discussion ensued on whether it would be easier to hire movers to move the risers. Because the recording session ends at 6:00 P.M., it is unlikely that any chorines, after eight grueling hours, will want to mess with risers. It was suggested that Wheeler contact movers, who advertise in the Blade, and report to Streit with some price quotes.

Brayton stated that there is considerable anxiety regarding what the members are supposed to sing at the February 5th recording session. It was noted that this information has been disseminated in Hot Notes and by announcements. Nonetheless, the word still is not reaching everyone.

MEMBERSHIP REPORT

Boykin delivered the report. Currently, we have 151 members, but that is expected to decline by Spring concert time. The Membership Committee meets next week. Boykin announced that there will be no fundraiser after the June 18th joint GMCW-GMCLA "Stonewall" concert and asked for the Board's views on an after concert party at Lisner Auditorium. With the combined Choruses and guests, we expect 400 to 500 people to attend the party.

Noting his bias because he handled the previous Lisner party, Ziskind noted that it is not meant to be an all-night party with a disco. The previous Lisner party was revenue neutral because of a cash bar. Ziskind thought the food at that party was good and added that he had not heard any negatives about that party, but if there were any, they could be addressed. The per person cost for the previous Lisner party was \$8 because premade food was used. There appears to be consensus for an after-concert party at Lisner.

Payich stated that he thought the exercise we conducted at Camp Round Meadow was great. He wondered what we are doing with the material we received. Boykin said that it is being input into the computer and added that the project is not yet completed because it is too difficult to do quickly.

Payich also asked what is being done to address the negatives that surfaced in the membership survey. Boykin was not prepared to answer that question at this time. Wheeler noted the tremendous improvement in support-staff morale. Payich agreed, but as a singing member, he wondered how the negatives expressed by singing members were being addressed.

Payich also asked whether there will be a general Chorus social. According to Boykin, a theater party was under consideration, but there is so much to do that scheduling is impossible. It was noted that the general Chorus social event should be cheap or free. Holloway suggested looking for a cheap or free event after the last recording session.

REPERTORY ADVISORY COMMITTEE REPORT

Holloway delivered the (report attached). Regarding the Friday, January 28th concert at Cedar Lane Unitarian Church, our program selection has already been submitted to Cedar Lane. We are paying the same fee of \$200 to the mezzo soprano that we paid to Molly Donnelly in December.

Holloway will attend a GALA Chorus Music Director's meeting in Dallas from February 17 to 20. He will meet with the other directors on the joint "Stonewall" commission. He already booked the airline, but is looking for a cheaper fare.

Holloway was asked what is happening with the small ensemble concert. Robb Rexroth is taking care of housing for the visiting ensemble group. Wheeler and Larry Rosen are handling production.

One of Gary Simmon's arrangements for the Spring concert was overdue before the Los Angeles earthquake. Holloway expects it, maybe, by Sunday.

The "Stonewall" orchestral parts are expected to be back by April 1. When Wheeler asked Holloway about having the Chorus hear the orchestration, Holloway said that the cost would be too prohibitive. Holloway reported that John Hall has lots of production notes for "Stonewall." Holloway plans to come up with a realistic production that will work on any stage. Hall wants to be a floating stage director for all the performances but Holloway doubts that will happen.

There will be a "Stonewall" rehearsal clinic. Each director will conduct the Chorus in his own city. There are double rehearsals on May 1 and 22. Memorial Day rehearsal will begin at 5:00 P.M. There will also be a pre-tour rehearsal on Wednesday, June 29th and there will be a rehearsal in L.A.; the site to be announced. Ziskind said that he needs to know when and where we are rehearsing in L.A. He added that there is space at our hotel.

Because there are 11 weeks in the period before the Spring concert, only two absences will be permitted.

Fiorito asked Holloway whether enough Chorus members were committed to going to L.A. Ziskind noted that we have enough commitments that our contract is valid. Ideally, Holloway wants 75-percent participation. According to Ziskind, if you want more people to go, you have to ask. It was suggested that we publish an article in Hot Notes that GMCLA is counting on our attendance. Gerard asked if the new singers are being approached about going to L.A. Boykin responded that they are overwhelmed with preparations for the Spring show and the "Stonewall" concert. Boykin suggested that we need to motivate our members with something such as a letter from GMCLA. Holloway stated that most continuing members have travelled before and know what a tour is about. It was also suggested that we publish stories about previous joint concert trips.

Wolfe asked whether there would be a party in L.A. Ziskind said that dialogue on the subject had just opened when the earthquake happened. Holloway noted that GMCLA is a cash strapped chorus. Fiorito restated his original question whether it was acceptable to Holloway that only 67 Chorus members were committed to the L.A. trip. Holloway wants 80-85 Chorus members to make the trip and hopes that a dozen more members will commit themselves to doing so. Ziskind proposed a February cut off date.

So far, nine basses and ten first tenors are going to L.A. Holloway said he could live with that, but he wants more. Holloway said that we'll perform in L.A. although, he added, it may not be the GMCW that we are accustomed to.

Wheeler asked if we could offer financial assistance as incentive to get more people to go to L.A. Boykin said that members are scared to ask about money. McClelland noted that a couple of members have

signed up but have not yet paid. Few commitment forms have been turned in. Boykin said that he would get the forms submitted through each section leader. Streit agreed that section leaders should coordinate the sign-up for the L.A. trip. Ziskind noted that people procrastinate. Streit requested that the appropriate people be informed if a member is not on the list to go to L.A. McClelland pointed out that the younger members do not have the financial wherewithal to make the trip. Holloway expressed concern that there be no break down in the collection of payments for the L.A. trip lest the Chorus be viewed as the source of a free vacation.

In response to a question about no Hot Notes last Sunday, that edition will be available this Sunday.

Holloway announced that in order for a member to sing in L.A., he must have sung in the D.C. "Stonewall" concert.

Discussion ensued of reimbursement for Holloway's February trip to confer on the "Stonewall" production for which he already purchased a nonrefundable ticket. Holloway said that he made the arrangements before the lower airfares went into effect. Ziskind said that there was no emergency that required Holloway to purchase the tickets and that in the future Board policy requires advance approval before unbudgeted expenditures are made. Holloway contacted Bethany Travel to obtain a lower fare. Ziskind moved that the Board approve reimbursement for Holloway's travel provided that a lower airfare be obtained, if possible. Second: Brayton. The motion passed. There was one opposing vote.

Brayton moved to approve the rehearsal schedule changes. Second: Ziskind. The motion unanimously passed.

The LA. rehearsal space will be determined later. Streit postponed discussion to another meeting on the payment of airfares to L.A. for Holloway, Buhrman, and Guerrant.

Concert dates for the 94-95 season were discussed. Holloway submitted the proposed schedule for the '94-95 season (attached). Brayton voiced his fear that December 17 and 18, which, at last discussion, was the only December weekend available at Lisner, is too late for some Chorus members who will have already started their holiday travel.

Holloway noted that in the experience of other Choruses, Sunday matinees for the Holiday concert sell very well. Some Choruses even perform a matinee and evening performance on the same day.

A discussion of Lincoln Theatre as a concert venue ensued. Although the theatre opens on February 4, it has neither staff nor policies in place and is just now in the process of assembling a board. This makes trying to do business with them extremely difficult. As a

back up to any dates we schedule at Lincoln, we will reserve Lisner for the same dates. Holloway favors Lincoln as a site because it is a way for GMCW to achieve its goal of improving diversity. When security was expressed as an important concern, it was suggested that we could invest in security. Ziskind said that Lincoln, as a new venue, has no track record or organizational structure and expressed skepticism whether now is the proper time to be involved with it. Payich does not want to be at a test site out of concern that it might not be the best way for GMCW to go. Holloway said that if GMCW is in on the ground floor with Lincoln, we could have a hand in its future. One aspect of the Lincoln is that it is supposed to reflect D.C.'s support of the Arts. Payich acknowledged all of these as valid points but cautioned that if we fail to get large numbers of our suburban audience to attend a concert at the Lincoln, then we are not doing ourselves any good. Brayton reminded the Board that GMCW was unable to fill the 900-seat theater at U.D.C. Fiorito suggested turning the matter over to the marketing committee. Wheeler felt that was fine so long as the Board fully understands the risks involved. Ziskind suggested we get the city to underwrite a concert.

It was also suggested that we set our dates for the '94-'95 season. Holloway thinks our season brochure should be on the street in June.

FUNDRAISING COMMITTEE REPORT

Fiorito delivered the report (copy attached) and discussed the Phonathon mailing in April. A discussion of whether to use first class mail ensued. It was noted that if you use first class mail, you triple the costs. Bulk mail will be used, but we will put on the stamp. Holloway suggested a stamp-licking party. He also stressed that the results of this effort need to be tracked and cultivated. The goal is to create a broad donor base that will trickle up to the level of Capital Club annual memberships.

MAGIC SHOW FUNDRAISER

Wolfe delivered the report. Hal Diamond of Capital Club wants to put on a magic show fundraiser for GMCW and the Lesbian and Gay Chorus with the profits to be divided between the two. Saturday night, March 26, 1994, is the tentative date. Wolfe was asked if our friends would provide enough of a draw to make the fundraiser worthwhile. Hine seats 700 people and costs \$250 to rent. We also need to budget for advertising and printing tickets. Diamond provides his own light and sound. Boykin pointed out that we would need to use Hine for at least twelve hours on the day of the magic show.

COMPUTER REPORT

Madigan delivered the report and announced that seven people will serve on the computer committee. He was enthusiastic about the number of computer survey responses received. On the issue of accessibility, survey responses ran the gamut from favoring broad to narrow access. An initial \$6,000 is budgeted for the computer purchase. We propose to budget annually for basic software and upgrades. The computer is supposed to be operational by August 1, 1994. The focus group will decide where the computer will be located. Boykin reminded the Board that Jim Williams, who delivered the original computer report, is now available schedule-wise for consultation. Fiorito, Madigan, Payich, and Holloway have met already concerning computer-related issues.

OTHER BUSINESS

Fiorito presented a statistical survey that seems to suggest that during Holloway's tenure as director, the Chorus has achieved its highest level of membership retention.

Motion to adjourn: Boykin. Second: Gerard. The motion carried unanimously. The meeting adjourned at 9:58 P.M.

Submitted by: Robert G. Wheeler
FCPAA Secretary
February 15, 1994